

### **13. BASIC FUNCTION OF THE POSITION**

The PAS Office Coordinator/Grants Administrator reports to the Public Affairs Officer (PAO) and coordinates the administrative work flow and communication between all staff of the Public Affairs Section (PAS) of the U.S. Embassy in Wellington and the Consulate General (CG) in Auckland. This position is also the main liaison point between PAS Wellington and all other sections of the Embassy and the CG.

Incumbent provides assistance to the Media and Cultural Specialists. Other duties include - taking media inquiries and itemizing priorities; drafting media releases; filing media issues and reactions; assisting with special projects schedule; sorting newspapers daily; working with the Webmaster to archive articles; filing International Visitor Leadership Program (IVLP) data; entering Exchange Visitor Data Base information; preparing information for the IVLP committee; assisting with cultural projects administration; and completing other tasks as required.

The position provides administrative and practical support to the Public Affairs Officer; receives telephone calls and responds as appropriate; monitors incoming mail and drafts outgoing correspondence; controls the PAO's daily schedule and helps manage meeting; and assists the PAO with various projects as required. These include support for all PAS resources and activities: office management, the budget, grants management, procurement and supply, travel, and administrative/clerical support. The position serves as the main point of contact for other embassy sections and the general public. The employee is also the primary Grants Administrator for the Public Affairs Section – drafting, monitoring and processing grants.

### **14. MAJOR DUTIES AND RESPONSIBILITIES:**

#### **A. Office Coordinator (60%)**

Under the supervision of the PAO, performs the following PAS administrative support duties.

- **Weekly staff meetings:** Schedules meetings and alerts staff. Prepare shared documents and weekly calendar for review.
- **PAS Calendar:** Supervises the PAS calendar and its interface with other calendars/appointments. Adds all activities/actions/meetings from all staff and distributes color-coded print-outs for weekly staff meetings; flags upcoming events and actions required. Maintains the PAS wall calendar.
- **Cables:** In coordination with the PAO reviews and prints cables for distribution within PAS. Routes cables through PAS on a daily timetable and files them as needed. Drafts cables as required for PAO clearance.
- **Database/DRS:** Works with the Computer Management Assistant with maintenance of the contact database.

- **Events:** Coordinates PAS social, cultural, and press functions, including invitation lists, and liaises with the Protocol Assistant and Regional Security Officer. Assists with catering in coordination with other staff.
- **Invitations:** Prepares invitations for PAS events and receives RSVP responses.
- **Travel:** Arranges all PAS staff travel bookings, travel orders, and travel vouchers/reimbursements.
- **Liaises with all sections of the Embassy**, particularly with the Executive Office, B&F (Admin), General Services Office (GSO), and the Regional Security Office (RSO).

**B. Grants Administrator**

**(25%)**

Prepares grant documents for embassy programs, including the speakers program (lectures, seminars, conferences), International Visitors and Voluntary Visitors Program, and other cultural exchange programs administered by PAS. Writes grant documents, arranges signatures and authorization between grantee and B&F, drafts correspondence, and maintains records of grants and final reports.

- **Prepares per diem requests** for all exchange grantees under these programs and makes necessary hotel and travel arrangements for visiting individuals or groups.
- **Tracks funds dispersal and grant reports.**
- **Prepares the annual grants reports** to Washington using the Grants Database Management System (GDMS).
- **Prepares Referrals for IV Participants for PAO signature.**
- **Liaises with the Department and grantee** in the absence of the PAO or Cultural Affairs Specialist.

**C. Office Management**

**(15%)**

- **Budget:** Assists the PAO and other staff and liaises with B&F on the preparation and implementation of the PAS budget. Produces reports and advice regarding budget allocations, expenditures, and income flow.
- **Responsible for monitoring PAS budget and events/schedule.**
- **Designs and maintains the PAS central filing system.**
- **Orders/requests supplies and equipment** for PAS and acts as the section liaison for all outside contractors regarding repair and maintenance of PAS office equipment and/or requiring the payment of accounts.
- **Time and Attendance Reports:** Records time worked, leave taken, and related details and reports as required to the Human Resources office.
- **Mail:** Checks the PAS mail box at least twice a day, opens, records, and distributes mail. Sorts invitations onto an RSVP decision list and coordinates with the embassy protocol officer. Prepares letters requiring action or replies according to a date/time-line. Posts PAS mail; arranges and monitors courier deliveries.

## **15. MINIMUM REQUIREMENTS FOR EFFECTIVE PERFORMANCE.**

- (a) **Education:** Successful completion of secondary school is required.
- (b) **Experience:** Three years progressively responsible experience in office administration is required. Experience in planning and coordinating office work flow, answering general internal and public inquiries, processing invoices, time keeping, drafting memos/letters/policies, scheduling appointments, organizing office travel etc and a general knowledge of office procedures.
- (c) **Post Entry Training:** On-the-job training in PAS office procedures. State Department PD training in grants management.
- (d) **Language:** Fluent in written and spoken English.
- (e) **Knowledge:** Strong knowledge of customer service principles and procedures, knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology. Strong knowledge of management and administration of personnel and resources. Working knowledge of New Zealand's political, economic, social, and educational structures; institutions, political parties, and cultural movements; historical development; and key personalities.
- (f) **Skills & Abilities:** Ability to coordinate and provide administrative support to the PAO and other staff in the office for a variety of events and projects. Ability to work independently, display initiative, prioritize work flow and meet constantly changing deadlines. Ability to communicate effectively and maintain working level contacts in governmental, educational, and cultural circles. Must be able to act with tact and diplomacy and display outstanding interpersonal skills. Ability to draft correspondence and reports in excellent English using MS Office products such as Word and Excel. Must be able to type at level II (40 wpm).

## **16: POSITION ELEMENTS**

- (a) **Supervision Received:** Receives direct supervision from the PAO and guidance from the Cultural Affairs and Information Specialists regarding cultural and press programming administrative requirements. Is expected to perform all aspects of this position with a minimum of supervision, but must consult with PAO in cases of any doubt.
- (b) **Available Guidelines:** Department of State Foreign Affairs Manuals and Handbooks including the old USIA handbooks and directives.
- (c) **Exercise of Judgment:** Must exercise judgment in the precedence given to ongoing tasks and assignments. Must be able to organize own work priorities and meet deadlines. Must exercise judgment when liaising with media and program coordinators during scheduling/organization of PAO programs.
- (d) **Authority to Make Commitments:** None without prior consultation with the PAO
- (e) **Nature, Level & Purpose of Contacts:** Contact with Embassy and Consulate officers and working level contact in political, academic, and social circles. Must have

*Office Coordinator/Grants Administrator*  
*August 2012*

excellent contact with Embassy B&F officials and with grant recipients.

**(f) Supervision Exercised:** None.

**(g) Time Required to Perform Full Range of Duties after Entry into the Position:** One year.